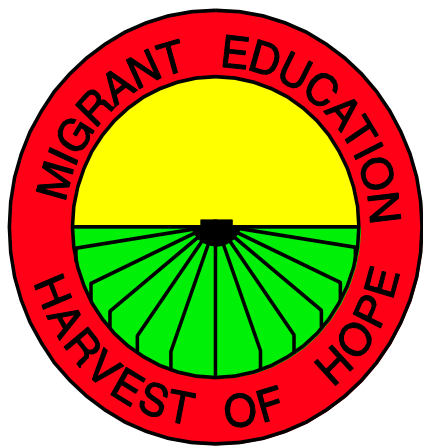*Title I, Part C – Education of Migratory Children*

CERTIFICATE OF ELIGIBILITY INSTRUCTIONS

Form PI-1727
Revised May 2014

Wisconsin Department of Public Instruction
125 South Webster Street
P.O. Box 7841
Madison, WI 53707-7841
800-441-4563
Migrant Hotline: 800-234-8848

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Note: Please contact Erik Nordgren, Statewide Recruiter, (608) 697-5038, nordgrene@cesa5.org for more information on the Certificate of Eligibility (COE), form PI-1727.
Be sure to visit http://titleone.dpi.wi.gov/ttlone_mig_forms to ensure that you are always using the most current and up to date forms.

GENERAL INSTRUCTIONS

Please refer to your project's written "Local Identification and Recruitment Plan," your job description, and the Recruiter Inservice resources before conducting identification and recruitment activities. Insure that your recruitment process results in an accurate, complete, and timely data flow. Mail the **Certificate of Eligibility (COE)** to the Department of Public Instruction (DPI) at its Post Office Number **within 7 days** after it is completed and certified. The mailing address is:

> **Department of Public Instruction**
> **Title I Migrant Education Program – COE**
> **P.O. Box 7841**
> **Madison, WI 53707-7841**

The COE is designed to record and count, on a single form, all eligible migratory children of the same listed parent(s) in a family who arrive on the same date in the state or district where they, a parent, a guardian, or other family member, obtained or sought qualifying agricultural or fishing work. A **separate COE must be completed** for each migratory child of a family who has a:

1. Different Qualifying Arrival Date (QAD); or
2. Different Residency Date

List all children on the COE. If there are children in a family who are not eligible, list their names and write "not eligible" in place of the NGS student number. *List all children birth through 21 years of age* who have not graduated from high school or obtained a general educational development (GED) certificate, whether or not the operating agency's Migrant Education Program (MEP) plans to serve them.

Migratory Child [34 CFR 200.81, 200.103]:

> According to the regulations governing the MEP a child is a "migratory child" and is eligible for MEP services if all of the following conditions are met:

1. The child is not older than 21 years of age; *and*
2. The child is entitled to a free public education (through grade 12) under State law or is below the age of compulsory school attendance; *and*
3. The child is a migratory agricultural worker or a migratory fisher, or the child has a parent, spouse, or guardian who is a migratory agricultural worker or a migratory fisher; *and*
4. The child moved within the preceding 36 months in order to seek or obtain qualifying work, or to accompany or join the migratory agricultural worker or migratory fisher identified in paragraph 3, above, in order to seek or obtain qualifying work; *and*
5. With regard to the move identified in paragraph 4, above, the child:
   a) Has moved from one school district to another; *or*
   b) In a State that is comprised of a single school district, has moved from one administrative area to another within such district; *or*

c) Resides in a school district of more than 15,000 square miles and migrates a distance of 20 miles or more to a temporary residence to engage in or to accompany or join a parent, spouse, or guardian who engages in a fishing activity. (This provision currently applies only to Alaska.)

HEADER INSTRUCTIONS

Current School District Name: Enter the name of the school district in which the identified children are currently residing.

School District SSID: Enter the applicable migrant short School District Identification Code assigned to your **district**. *Example: The code for Milwaukee Public Schools is WI-DPDP.*

Date Classes Started: Enter the date on which school instruction opens for the school district during the noted term. *Example: if the child is identified and recruited in October, the date entered should be the day instruction began for the fall session*.

Homebase District Name: Enter the name of the homebase school district.

Withdrawal Date: Enter the last date of attendance at the most recent school attended.

SECTION I: FAMILY DATA

Male Parent/Guardian: Enter the biological or adoptive father's last name, then his first name, enter "---" if none.

Female Parent/Guardian: Enter the biological or adoptive mother's last name, then her first name, enter "---" if none.

Current Male Parent/Guardian: Enter the last and first name of the male (if different) currently responsible for the child, enter "*same*" if not different.

Current Female Parent/Guardian: Enter the last and first name of the female (if different) currently responsible for the child, enter "*same*" if not different.

> ***Note***: *Use of the term "guardian" in this document means a legal guardian, member of the child's immediate family, crew leader, or any other adult standing in the place of a parent to the child.*

Current Address: Enter the street address where the child is currently residing. Include street number, house, apartment or trailer number, and/or migrant camp information as applicable. P.O. Box numbers should be avoided whenever possible.

City: Enter the name of the city or town where the child currently resides.

State: Enter the state abbreviation for the state where the child currently resides.

Zip Code: Enter the zip code for the address where the child currently resides.

Current Home/Cell Phone: Enter the current 10 digit telephone number.

Home Base Address: When applicable, enter the street address for families that return to a homebase where children reside if/when they leave Wisconsin. If the family has no other address, write "*same*" in this area.

City: If applicable, enter the name of the homebase city or town.

State: If applicable, enter the abbreviated homebase state.

Country: If applicable, enter the abbreviated homebase country.

Zip Code: If applicable, enter the homebase zip code.

Homebase Telephone: If applicable, enter the complete homebase telephone number.

SECTION II: CHILD DATA
List all migratory children, birth through age 21, who are residing in your district.

USID: Enter the 11-digit NGS number for the child if available, leave blank if unknown, or enter "*not eligible*" if the child is not eligible for services.

Name: Enter both last names if applicable including the suffix along with the first and middle name of each child in the family who has the same QAD and residency date.

Sex: Enter "*M*" for male, "*F*" for female.

Multiple Birth: Enter "*Y*" for yes if the child is a twin, triplet, etc. and enter "*N*" for no.

Birth Date: Enter the child's date of birth using the MM/DD/YY format.

Code: Enter one of the following codes used to verify the child's birth date:

03 – baptismal or church certificate;	**10** – previously verified school records;
04 – birth certificate;	**11** – state issued ID;
05 – entry in family bible;	**12** – driver's license;
06 – hospital certificate;	**13** – immigration document;
07 – parent's affidavit;	**82** – life insurance policy; or
08 – passport;	**99** – other
09 – physician's certificate;	

Note: If you enter "99" for "other," please specify in the Comments Section.

Birth Location: Enter the name of the city, state, **and country** where the child was born. Use only the two-letter abbreviation used by the U.S. Post Office for the state of birth. *Example: Tizapán el Alto, JA, MX (see appendix A for a list of abbreviations).*

Ethnicity/Race Columns: **H** (Hispanic or Latino) or **Not H** (NOT Hispanic or Latino) *Check only one*

I (American Indian or Alaska Native)
A (Asian)
B (Black) — *Check one or more to indicate race*
P (Native Hawaiian or Other Pacific Islander
W (White)

Residency Date: Enter the month, day, and year that the child entered the present school district. The residency date and the qualifying arrival date (QAD) would be the same if the most current move enabled the worker in the family to obtain or seek qualifying agricultural or fishing employment. A subsequent move for a reason other than obtaining qualifying work would create a new residency date, but would not change the qualifying arrival date. In "*to join or precede*" cases, enter the date that the child actually joined the family.

Short School ID (SSID): Enter the 4-letter code (following WI) to indicate the specific *school* the child is attending. Use the 4-letter *district* code (following WI) if the child is not actively enrolled at the time of the interview.

Grade (Gr): Enter the grade level of the child. If the COE is completed during the summer term, record the grade level that was most recently completed in the regular term. For young children not enrolled in school, enter "*P0*"-"*P5*" to represent preschool status and their age.

Enter "*K*"-"*12*" for regular students, and enter "*OS*" for out of school (ONLY for youth who are school-age but not attending school, *not including scheduled breaks from school*).

Out of School Youth (OSY): Enter only the most recent grade level enrolled for the school age youth (up to age 21) who is not currently enrolled in school or who does not have a high school diploma or GED. Please complete a State OSY Data Profile form for service delivery (http://www.osymigrant.org/dataCollection/studentOSY_profile.html) and submit to DPI along with the Certificate of Eligibility (COE). Keep a copy of the OSY Data Profile Form for your records.

Enrollment Date: Enter *the date the child first attended class* in the current WI school district (***not the date classes started,*** and it may not be future dated). For infants, preschoolers, and OSY who will not be enrolled this term, enter "*Count*".

SECTION III: QUALIFYING MOVE & WORK

Qualifying Move
- ***From:*** Enter the school district, city or town, state, and country from which the child made the qualifying move. This is the last place of residency before the child and parent or guardian moved and then obtained, or sought, qualifying employment. *Note: Families may have made subsequent non-qualifying moves.*
- ***To:*** Enter the school district, city or town, and state that the child moved to that enabled the worker to seek qualifying work. The purpose of this entry is to confirm that the move was across school district boundaries. Moves are either **interstate,** across state lines, or **intrastate,** across school district boundaries within the same state.

Child/Worker Move
- Enter who the child moved with:
  - ➢ Check "*on own*" (a child can qualify for MEP services by migrating on his or her own) if the child migrated to obtain or seek qualifying agricultural or fishing work.
  - ➢ Check "*with*" if the child made a move with a parent, spouse, or guardian that enabled the child, parent, spouse (a youth may also be eligible as a migrant because of his or her spouse's move for agricultural or fisher activity), guardian or a member of the child's immediate family to obtain or seek qualifying agricultural or fishing work.
  - ➢ Check "*to join or precede*" if the child moved on a date either before or after the date the parent, spouse, or guardian made a move that enabled the child, parent, guardian or a member of the child's immediate family to obtain or seek qualifying work. The child's Residency Date must be within 12 months of the worker's Qualifying Arrival Date (QAD).
- Enter the worker's first and last name. Indicate if the worker is the child, the child's "*parent*", "*spouse*", or "*guardian*" by checking the applicable box.
  - ➢ Specify the dates of the corresponding moves if the child's move was not with the worker.

Qualifying Arrival Date (QAD)

- Enter the date the child's eligibility began using the MM/DD/YY format. The QAD is not affected by subsequent non-qualifying moves.
  - ➢ If the child moved _with_ the worker, the QAD is the date _both the child and the worker arrived_ in the district where the worker obtained or sought qualifying work.
  - ➢ If the child moved _before_ the worker, the QAD is the date _the worker arrived_ in the district where the worker obtained or sought qualifying work.
  - ➢ If the child moved _to join_ the worker, the QAD is the date _the child arrived_ in the district where the worker obtained or sought qualifying work.

Economic Necessity

- Check "_a. qualifying work, and obtained qualifying work_" if the worker is actually working in a qualifying agricultural activity, or has a confirmed job in such activity.
- Check "_b. any work, and obtained qualifying work soon after the move_" if the worker is now actually working in a qualifying agricultural activity, or has a confirmed job in such activity even though the move may have been for other employment.
- Check "_c. qualifying work specifically, but did not obtain the work_" if the worker moved and applied for a qualifying agricultural job and has not obtained qualifying employment.
  - o Check "_i. The worker has prior history of moves to obtain qualifying work_" OR
  - o Check "_ii. There is other credible evidence that the worker actively sought qualifying work soon after the move._"

Please provide comments as necessary where indicated on the COE. "_Soon after_" the move is understood to be within <u>90 days</u>. Migrant work history can be confirmed by reviewing the family's migrant history locally using the migrant student data system, New Generation System (NGS), or any other documentation that indicates a migratory history. An example of "_credible evidence_" could be information regarding job applications at an employment site where qualifying employment activities are performed.

Qualifying Work

- Enter the name of the activity or series of activities that best describes the nature of the qualifying agricultural work. State the activity (using "_-ing_" words), the crop or item, and the work setting. The employer and location should be entered if known. The activity must be that which is directly related to the QAD. _Example: "Weeding and cultivating cucumbers, Green Gardens Farm, Green Acre, WI."_
- Check "_Seasonal_" if the employment is directly related to the growing or processing seasons. Seasonal employment, whether agricultural or fishing, can easily be determined since it is an activity dependent upon natural cycles. In agriculture, for example, planting, cultivating, pruning, harvesting, and related food processing, etc. are seasonal activities. In commercial fishing, planting and harvesting of clams and oysters, fishing during seasonal runs of fish, and related food processing are seasonal activities. The production of meat and poultry may also involve seasonal activities; for example, turkey production increases significantly prior to Thanksgiving.
- Check "_Temporary_" when the employment is determined to be of a non-permanent nature. Explain relevant circumstances in the Comments Section. Temporary Employment is employment related to agricultural or fishing activities that are not permanent and that usually lasts no longer than 12 months. Temporary employment does not always have

beginning and ending dates at particular times of the year. Butchering cattle, chickens or hogs, and other activities not dependent upon a natural cycle of events may occur at any time and can be for any length of time. Temporary employment "typically includes employment where the employer states that the worker was hired for a limited time frame; the worker states that the worker does not intend to remain in that employment indefinitely; or the SEA has determined on some other reasonable basis that the employment is temporary..."

- Check "*Agricultural*" if it is an agricultural or agricultural related activity. An Agricultural Related Activity refers to *"the production of initial processing of crops, dairy products, poultry, or livestock, as well as the cultivation or harvesting of trees. It consists of work performed for wages or personal subsistence* [§200.81 (a)]".

- Check "*Fishing Work*" if it is fishing or a fishing related activity. A Fishing Related Activity refers to *"the catching or initial processing of fish or shellfish; as well as the raising or harvesting of fish or shellfish at fish farms that is performed for wages or personal subsistence.* [§200.81 (b)]. A "*fish farm*" refers to *"a tract of water, such as a pond, a floating net pen, a tank, or a raceway reserved for the raising or harvesting of fish or shellfish. Large fish farms sometimes cultivate fish in the sea, relatively close to shore. The fish are artificially cultivated, rather than caught, as they would be in "fishing." Fish species raised on fish farms include, but are not limited to, catfish, salmon, cod, carp, eels, oysters, and clams*[§ 200.81(b)]."

- Check "*Personal Subsistence*" if *"the worker and the worker's family, as a matter of economic necessity, consume, as a substantial portion of their food intake, the crops, dairy products, or livestock they produce, or the fish they catch* [§200.81 (h)]".

Temporary Work

- If "*Temporary*" was checked for the type of qualifying work, indicate whether the basis was the "*Worker's Statement*", the "*Employer's Statement*", or "*State Documentation*". Provide clarifying information in the Comments Section.

Definitions/Examples of "agricultural or fishing related activity"

The "*production*" of crops, dairy products, or animals includes, among other things, planting, cultivation, or harvesting crops, or preparing land for such activities, raising or milking dairy farm animals, gathering eggs, and raising livestock for eventual slaughter (but not for sport or recreational use). Planting, cultivation, and harvesting fruits and vegetables (e.g., apples, oranges, grapes, cherries, tomatoes, potatoes, celery, etc.) are the major activities which employ migratory workers. The following are examples of activities that involve the "production" of crops:

- Planting - oranges, apples, trees, catfish, oysters
- Cultivating - cotton, beans, onions, oysters
- Pruning - grapes, trees, hops
- Thinning - sugar beets, tomatoes, cotton
- Weeding - lettuce, tomatoes, celery
- Fertilizing - peanuts, apples, oranges, cotton, lettuce
- Irrigating - cotton, carrots, tomatoes
- Harvesting - picking or gathering of products, agricultural and fishing

- In addition to foods and fiber, the term crop includes nursery plants, Christmas trees, flowers, turf, fibers and similarly grown items.

"*Processing crops, dairy products, or animals*" includes such activities as transporting to the processor, storing, refining, canning, and freezing. It also includes the processing of any of part of a crop, dairy product or animal (e.g., cotton seed, pressing that is preformed after cotton ginning, or processing of animal organs). "*Processing*" ends at the point where the crop, dairy product, poultry, or livestock ceases to be recognized as the entity that began to be processed and becomes part of a more refined product -- potato soup, apple pie, macaroni and cheese, chicken pot pie, beef stew, etc., or when the product -- fresh packaged chicken, bagged grapefruit, boxed broccoli -- is readied for sale to the wholesaler or consumer.

"*Cultivation of trees*" refers to work that promotes the growth of trees. Examples of work that can be considered cultivation of trees includes, but are not limited to: soil preparation; plowing or fertilizing land; sorting seedlings; planting seedlings; transplanting; staking; watering; removing diseased or undesirable trees; applying insecticides; shearing tops and limbs; and tending, pruning, or trimming trees.

"*Harvesting trees*" refers to the act of gathering or taking of the trees. The harvesting of trees includes work such as topping, felling, and skidding. **Not considered** part of the cultivation or harvesting of trees: clearing trees in preparation for construction; trimming trees around electric power lines; and cutting logs for firewood. Transporting trees (to a processor such as the sawmill) is not agricultural work for purposes of the MEP because it occurs after the cultivation and harvesting of trees. One exception to this rule concerns persons who transport the trees to the processor and who are employed by the same person or firm engage in the cultivation or harvesting activities. This exception is a matter of convenience since in this situation it may be very difficult to differentiate among employees performing different kinds of work.

"Processing trees" is not considered agricultural work. According to § 200.81(a) of the regulations, only the cultivation or harvesting of trees is considered agricultural work. *"Processing trees"* occurs after the cultivation and harvesting. One exception to this rule concerns persons who transport the trees to the processor and who are employed by the same person or firm engage in the cultivation or harvesting activities. This exception is a matter of convenience since in this situation it may be very difficult to differentiate among employees performing different kinds of work.

"*Initial commercial sale*" occurs after the last processing stage of the product. Persons who own their own trucks, and who use them to perform work "directly related" to production or processing, are engaged in an "agricultural activity" for purposes of the Title 1 regulations. Depending upon the circumstances, *"initial commercial sale"* can occur at the conclusion of the processing activity(ies), when the product or processed product is sold: (1) for refining to the next stage processor, (2) to the wholesaler, (3) to the retailer, or (4) directly to the consumer.

SECTION IV: COMMENTS SECTION

Additional Comments

- Enter comments concerning any eligibility information presented to the interviewer whenever entries on the COE are either unclear or need additional explanation. Use another sheet of paper to provide additional information, if necessary.
- When any of these situations arises, the interviewer's comments need not be lengthy, but must clarify, for anyone who later reviews the document, the circumstances that led the interviewer to believe that the child was eligible. Explanations continued on a separate sheet of paper need to be maintained as a part of the COE document, both with the original, as well as the copy submitted to the DPI office.
- The comment space should also be used to identify specific needs of the child and the family in general. For example, if "Temporary Employment" is checked, a comment is required that explains the temporary nature of the work. Other needs might include a need for the *TAKS/STAAR test*, *PASS Courses, GED/HSED, English language assessment*, or *special education*. Make sure that each comment also notes or specifies to whom (child or adult) the comment relates.

SECTION V: PARENT/SPOUSE/WORKER SIGNATURE

The individual (Parent/Guardian/Spouse/Worker) that was interviewed by the recruiter needs to sign here. Prior to signing, the individual must be informed about FERPA and the release of the child(ren)'s school records. The signer must also indicate his/her relationship to the child(ren) named on the COE and the date the interview took place. This date will serve as the initial Residency Verification date on NGS for this move.

SECTION VI: ELIGIBILITY DATA AND FERPA CERTIFICATION

The Recruiter/Interviewer must sign and date (MM/DD/YY) the COE certifying that:
- The children qualify and are eligible for MEP services.
- Any false statements provided are subject to fine or imprisonment.
- The parent/spouse/worker has been informed about FERPA and the release of the child(dren)'s school records.

The Designated SEA [LEA] Reviewer (this should be the coordinator or the director of the project as determined locally) must enter their signature to certify locally that the child(ren) are eligible based on the material presented by the Interviewer. After the COE has been signed, the Reviewer must enter the date (MM/DD/YY) they signed.

The (white) original is the document required for federal purposes of audit at the school.
The (yellow) copy is mailed to DPI **within 7 days** (*address on page 2*).
The (pink) copy is given to the parent/spouse/worker that was interviewed.

Maintain original copies for a total of six years, i.e., five years after the project is closed out, plus the current year of operation.

All children who continue to reside or attend school in the same school district are reported on the Continuing Enrollment Report (CER) and also on the Local Accounting Sheet (LAS) for the new project term. This includes eligible infants, preschoolers, and OSY recruited in a previous term.

<u>LISTING OF POSTAL ABBREVIATIONS</u>

THE UNITED STATES (U.S.A.)

Alabama	AL	Kansas	KS	New Hampshire	NH
Alaska	AK	Kentucky	KY	New Jersey	NJ
Arizona	AZ	Louisiana	LA	New Mexico	NM
Arkansas	AR	Maine	ME	New York	NY
California	CA	Maryland	MD	N. Mariana Islands	CM
Colorado	CO	Massachusetts	MA	North Carolina	NC
Connecticut	CT	Michigan	MI	North Dakota	ND
Delaware	DE	Minnesota	MN	Ohio	OH
District of Columbia	DC	Mississippi	MS	Oklahoma	OK
Florida	FL	Missouri	MO	Oregon	OR
Georgia	GA	Kansas	KS	Pennsylvania	PA
Guam	GU	Kentucky	KY	Puerto Rico	PR
Hawaii	HI	Louisiana	LA	Rhode Island	RI
Idaho	ID	Maine	ME	South Carolina	SC
Illinois	IL	Montana	MT	Tennessee	TN
Indiana	IN	Nebraska	NE	Texas	TX
Iowa	IA	Nevada	NV	Wyoming	WY

STATES IN MEXICO (MX)

Aguascalientes	AG	Guerrero	GR	Quintana Roo	QR
Baja California Norte	BN	Hidalgo	HG	San Luis Potosí	SL
Baja California Sur	BS	Jalisco	JA	Sinaloa	SI
Campeche	CM	México (state of)	MX	Sonora	SO
Chiapas	CS	Michoacán	MC	Tabasco	TA
Chihuahua	CH	Morelos	MR	Tamaulipas	TM
Coahuila	CU	Nayarit	NA	Tlaxcala	TL
Colima	CL	Nuevo León	NL	Veracruz	VE
Distrito Federal	DF	Oaxaca	OA	Yucatán	YU
Durango	DG	Puebla	PU	Zacatecas	ZA
Guanajuato	GT	Querétaro	QE		

PROVINCES OF CANADA (CA)

Alberta	AB	Newfoundland	NF	Prince Edward Island	PE
British Columbia	BC	Northwest Territories	NT	Province of Quebec	PQ
Manitoba	MB	Nova Scotia	NS	Saskatchewan	SK
New Brunswick	NB	Ontario	ON	Yukon Territory	YT

Wisconsin Migrant Education Staff

Myrna M. Toney, Title I Program Coordinator
(608) 266-2690/800-441-4563
myrna.toney@dpi.wi.gov

Alfonso Zepeda-Capistrán, Education Consultant
(608) 267-2287/800-441-4563
alfonso.zepeda-capistrán@dpi.wi.gov

Kathleen Jackson, Education Consultant
(608) 577-8468
kjacson393@gmail.com
kathleen.jackson@dpi.wi.gov

Erik Nordgren, Statewide Recruiter
(608) 697-5038/800-441-4563
nordgrene@cesa5.org

Tena Torgerson, Education Specialist
(608) 266-9629/800-441-4563
Tena.Torgerson@dpi.wi.gov

Glenn Bowers, Coordinator, Secondary School
Services for Migrant Children/PASS Program
CESA #8
(920) 855-2114 ext. 237/ 1-800-831-6391
gbowers@cesa8.k12.wi.us

Migrant Hot Line
1-800-234-8848

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